

State of Vermont
Legislative Joint Fiscal Office
Legislative Fiscal Analyst – Education Finance and Data

The Vermont Legislative Joint Fiscal Office (JFO) is accepting applications for the position of legislative fiscal analyst. The person hired will work with other JFO staff to provide support and research to legislators on a variety of fiscal issues, with a focus on education finance. Other areas of work may include work on health care, human services, and other matters that are part of the work responsibilities of the Joint Fiscal Office.

Duties include:

- Provide estimates of the fiscal impact of proposed education finance and property tax legislation and provide fiscal notes, issue briefs, white papers, and other reports to the Legislature on relevant topics.
- Develop consensus estimates under current law for the upcoming fiscal year:
 - statewide yields and tax rates required to balance the Education Fund, and
 - property tax adjustment for filers who pay based on income.
- Model and analyze legislative proposals that change education finance parameters such as income eligibility thresholds, school district mergers, eligible education spending, tax incentives and penalties, or statewide yields.
- Present and display results in an understandable format so that legislators can isolate and comprehend impacts and effects of changes.

While the analyst will primarily work with a team focused on education finance, he or she could be called upon to assist in other areas to ensure redundancy and meet legislative needs. Services are provided to members and committees of the General Assembly on a non-partisan basis. The position also involves extensive work with members of the Executive Branch as well as regular communication with other states' fiscal offices and national research and policy entities.

Key skills required include:

- Strong critical thinking skills and attention to detail combined with a keen interest in public policy analysis.
- Spreadsheet and complex data analysis skills, using Excel and analytical software (SPSS) to develop models and databases for estimating fiscal and economic impacts.
- Communication skills/writing proficiency and the ability to translate data into an understandable format.
- Ability to work in a legislative environment with short deadlines.
- Ability and willingness to work collaboratively as part of a team and with other key players.

A master's degree in public policy, economics, business, planning or public administration is preferred but not required.

This permanent full-time position is considered a state employee with benefits and is exempt from the classified system. Salary will depend upon qualifications and experience but will range

from \$60,000 to \$70,000 per year. Longer work hours are expected preceding and during the legislative session, and as needed during other times of year.

Applicants should send a letter of interest and resume by email to: jfoapply@leg.state.vt.us. Please include “Legislative Fiscal Analyst - Education Finance” in the subject line.

The resumes will be reviewed starting on August 23, and the position will remain open until filled.